Government of Saskatchewan

Annual Report 2003-2004

Saskatchewan Labour

Saskatchewan Centennial 2005™

Government of Saskatchewan

Annual Report 2003-2004

Saskatchewan Labour

for the fiscal year ending March 31, 2004

Published by Authority of
The Honourable Deb Higgins
Minister

Saskatchewan Labour
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Regina, Saskatchewan
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or visit our website: www.labour.gov.sk.ca

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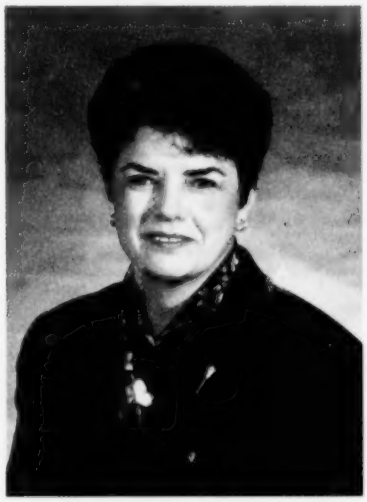
Web address for the Saskatchewan Labour 2003-04 Annual Report: http://www.labour.gov.sk.ca

104-06425/

Letters of Transmittal

Her Honour
The Honourable Dr. Lynda M. Haverstock
Lieutenant Governor
Province of Saskatchewan



Your Honour:

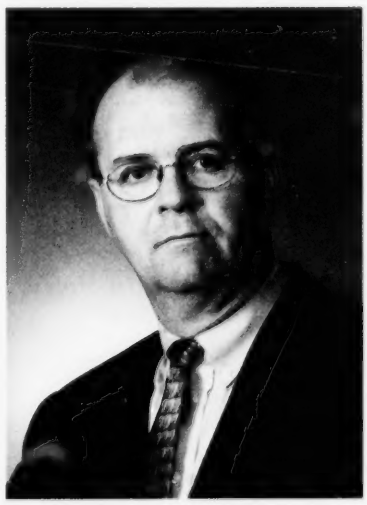
As Minister responsible for Saskatchewan Labour, it is my pleasure to respectfully submit the Annual Report for the fiscal year ending March 31, 2004.

Sincerely,

Deb Higgins

Deb Higgins
Minister of Labour and
Minister Responsible for
the Status of Women

The Honourable Deb Higgins
Minister of Labour



Dear Madam:

I have the honour of submitting the Annual Report of Saskatchewan Labour for the fiscal year ended March 31, 2004.

Respectfully submitted,

W. G. Craik
Deputy Minister

Introduction

The 2003-04 Annual Report of Saskatchewan Labour describes the department's results for the key actions and performance measures that were published in the 2003-04 Performance Plan, that was released in July 2003 (The department's 2003-04 Performance Plan was published in the 2002-03 Annual report. It can be found at: www.labour.gov.sk.ca/annual%20reports/LabourAR2002-2003.pdf).

This annual report also describes the department's results associated with the key actions included in *Our Plan for 2003-04* (the government-wide plan released with the 2003-04 budget, available at www.gov.sk.ca/finance/budget/budget03/ourplan.pdf).

This year's annual report contains a number of enhancements that are the result of the continued implementation of the government's Accountability Framework. Enhancements include improved and more detailed financial reporting and a more full analysis and discussion of the department's performance results. Reporting actual results – both financial and performance – as compared to the Performance Plan released earlier increases accountability to the public.

The department's 2004-05 Performance Plan was released with the provincial budget on March 31, 2004. It can be found at: www.labour.gov.sk.ca/annual%20reports/LabourPP2004-2005.pdf.

Who We Are

Saskatchewan Labour's vision is a prosperous Saskatchewan that benefits from healthy workplaces and the equality of women.

The mandate of the department is to ensure safe, fair and productive workplaces in Saskatchewan. The department carries out this mandate through labour relations legislation; prevention, education and training services; promoting, developing and enforcing occupational health and safety and labour standards; providing support to injured workers; and assisting in preventing and resolving workplace disputes. The department also works in partnership with all other provincial departments and Crown Corporations towards the goal of equality for all Saskatchewan women.

Saskatchewan Labour works with employees and employers in a variety of ways to help ensure positive workplaces and prevent negative outcomes within work environments. The department has 180.8 full-time equivalent staff positions in offices in Regina, Saskatoon, Prince Albert, Estevan, Moose Jaw, North Battleford, Swift Current and Yorkton.

Our mission reflects the realization that a thriving economy depends upon a shared commitment to safety, cooperation and equity by all employees and employers and the full participation of women in all sectors and facets of the economy.

The department's activities are categorized into seven main areas that focus on achieving our vision of healthy workplaces and the equality of women and our goals that support the economic and social development of the province.

The Labour Relations and Mediation Division provides information, training, bargaining assistance and mediation to labour and management in unionized workplaces. The division assists unions and management to resolve difficult labour disputes and work stoppages due to strikes and lockouts. Conciliation is provided to parties involved in collective bargaining disputes. Grievance mediation helps parties resolve issues prior to the arbitration stage. The division also helps parties improve communication and enhance, as well as rebuild, both working and bargaining relationships.

The division assists parties with interest-based negotiation (IBN), and grievance and workplace mediation, in order to prevent workplace conflict or resolve existing conflict. It delivers training to unionized workplaces in the areas of IBN and conflict resolution, to improve participants' problem-solving skills.

The Labour Standards Branch provides services to Saskatchewan employers and employees in support of fair and equitable workplace practices. The Branch's aim is not only to enforce the labour standards legislation, but also to ensure employees and employers are aware of their rights and responsibilities under these laws. The Branch investigates wage-related complaints; works with affected parties to resolve labour standards concerns; maintains a toll-free inquiry call center during business hours and a 24-hour automated messaging system containing core information with the opportunity to leave a message for response at a later time; responds to requests for the Branch's position on specific fact situations and will suggest options meeting the requirements of the legislation that are suitable in the circumstances; develops and disseminates targeted information tools to inform employers and employees about their rights and responsibilities in the workplace; supports Saskatchewan Labour's website to ensure current and relevant information is available; and undertakes a variety of proactive initiatives to encourage and ensure compliance.

The Occupational Health and Safety Division works to improve workplace health and safety through five inter-related and complementary strategies. These include increasing employer/worker involvement in reducing workplace hazards; enforcing standards through workplace inspections and other enforcement tools; providing workplaces with technical support to identify and reduce hazards in such areas as air quality, radiation and ergonomics; providing youth and future workers with health and safety orientation before reaching the workplace; and increasing public awareness that health and safety must be part of workplace culture.

The Office of the Worker's Advocate provides assistance to and representation for any worker, or a dependant of a worker, who has suffered an industrial accident or disease and who is involved in a dispute with the Workers' Compensation Board concerning a compensation claim.

The Worker's Advocates represent injured workers or their dependents at all levels of appeal with the Workers' Compensation Board. While the main focus is the representation of workers through the appeals process, the unit also assists injured workers or their dependents in any way that enables them to obtain the benefits to which they are entitled without having to take the dispute through the formal appeals process.

The Education and Training Services Branch provides the strategic development, delivery and distribution of integrated programs and educational resources to address the principles of healthy and safe, fair and co-operative workplace practices. It works in partnership with a broad base of stakeholders, including: government, educational institutions, Aboriginal and Métis organizations, community-based organizations and business and labour groups. Key areas of focus include the development of materials related to the *Ready for Work* program, the integration of occupational health and safety and labour standards information into First Nations and Métis training and educational programs and the implementation and promotion of injury prevention initiatives, including *Grow Up With Safety*.

The Work and Family Unit uses a capacity-building approach, that provides practical assistance to Saskatchewan employers, employees and community organizations to deal with issues of stress and fatigue that arise out of the lack of balance between work and family. This assistance includes community development expertise on the growth of partnership groups that focus on work-family issues, as well as a range of knowledge-transfer resources, including selfhelp research instruments, that equip employers and employees to take steps to make their workplace more family-friendly.

Economic development and growth in Saskatchewan is strongly influenced by fair and balanced labour legislation. The Planning and Policy Division works with employees, employers and the associations that represent them, as well as community-based organizations and the general public, to ensure that policies, legislation and regulatory frameworks balance the interests of employees and employers by promoting and regulating healthy and safe workplaces, co-operation and employer and employee rights and responsibilities in Saskatchewan.

The Status of Women Office provides strategic direction and leadership to government on policy direction affecting the status of Saskatchewan women. In partnership with all government departments and Crown Corporations, its goal is to achieve economic and social equality for Saskatchewan women. The *Action Plan for Saskatchewan Women* provides a framework to guide the government in addressing women's equality issues in the province. Through the Interdepartmental Committee of Advisors on Women's Policy, individual departments and agencies are responsible for ensuring that women's issues are considered in Government decision-making. The Office is a single window into Government for women's organizations and fosters relationships with community stakeholders.

For more information about the organization of the department, its programs and legislation, please visit our websites listed in the "Where to Obtain Additional Information" section.

2003-04 Results at a Glance

Summary of Performance Results

The department responded to many challenges facing employees and employers and facing women and the women's community. Highlights of the most significant performance results are shown below.

Goal 1 – Fair Workplaces

- Responded to approximately 64,000 calls. Sixty-five percent were from employees, 28 percent were from employers and seven percent were from others.
- Investigated 2,660 formal complaints, assessed $1.625 million in unpaid wages, and completed 280 non-formal workplace interventions in response to requests from employees.
- Created the Compliance and Review Unit to accept and investigate anonymous or third-party complaints where there is specific evidence to suggest non-compliance with *The Labour Standards Act*.
- Partnered with the Canadian Restaurant and Foodservices Association to develop and distribute information on labour standards specifically for employers and employees in that industry.
- Delivered 102 educational presentations and workshops on rights and responsibilities in the workplace to approximately 2,500 youth.
- Increased the knowledge and awareness of rights and responsibilities in the workplace of approximately 2,200 young people by distributing information and materials through participation in eight careers fairs.
- Increased the knowledge and awareness of rights and responsibilities in the workplace of approximately 2,700 Aboriginal young people by distributing information and materials through participation in five careers fairs, including the IANE (Interprovincial Association on Native Employment) Career Symposia.

Goal 2 – Co-operative Workplaces

- Delivered four conflict-resolution training courses and nine interest-based negotiation training courses.
- Completed ten workplace mediations with a further seven underway.
- Facilitated seven workplace mediations with an additional five underway.
- Resolved high profile collective bargaining disputes at Wadena School Division, Saskatoon Credit Union, and Ralph McKay Industries.

Goal 3 – Healthy and Safe Workplaces

- Launched the comprehensive Action Plan for Healthy and Safe Workplaces in September 2003 to enhance education and enforcement initiatives to reduce Saskatchewan workplace injuries and illnesses.
- The Occupational Health and Safety Council initiated the periodic review of occupational health and safety legislation in February 2004.
- New Mines Regulations became effective July 16, 2003 after extensive consultations with industry stakeholders.
- An additional 211 Occupational Health Committees were started, bringing the total number to 4,056 across the province. A total of 3,862 workers and employers received committee training through 170 courses.
- Conducted 3,242 on-site workplace inspections.
- A sector partnership involving Saskatchewan Labour, Saskatchewan Learning, post-secondary institutions and a network of business and labour stakeholders resulted in the development of a new SIAST Applied Certificate program for Occupational Health and Safety Practitioners.

- *WorkSafe Saskatchewan*, a partnership between the Workers' Compensation Board (WCB) and Saskatchewan Labour, was expanded to include a public awareness campaign promoting prevention.
- Delivered *Ready For Work* Program orientation to 140 teachers through nine workshops exposing approximately 3,500 students to work skills education resources.
- Distributed 723 copies of the "Moving On-Line" CD-ROM, an interactive compendium of additional *Ready For Work* resources, to teachers and students enrolled in the Practical and Applied Arts program.
- Completed (in partnership with the Southeast Education Foundation) and distributed 381 copies of "Don't Risk Your Life", an occupational health and safety video targeted young workers.
- A training module on work/family balance that covers the seven steps from awareness of the issues to measuring the impact of successful change was piloted in Regina in October 2003 and involved human resource professionals from twelve workplaces. A revised module was delivered in Yorkton in March 2004.
- Assisted the Balancing Work and Family Alliance with establishing a working committee from a broadly-based sector advisory council to develop the framework for the Family-Friendly Workplace Award.
- Collaborated with the Saskatchewan Population Health and Evaluation Research Unit on a research project to study employees in regard to their stress due to the multiple roles they face balancing work, family and community responsibilities.
- Worked with the community-based Child Health Education Program in Saskatoon to develop a strategy to engage low wage workers in developing options to address work and family issues.

Goal 4 – Equality of Saskatchewan Women

- Released the *Action Plan for Saskatchewan Women* and a companion document *Government Initiatives Responding to Women's Issues* in October 2003.
- Delivered Gender-Based Analysis training sessions in February and March 2004 to 35 key government staff and advisors on women's policy.
- Provided advice, analytical capacity and resources with respect to pay equity to 15 government departments, Crown corporations and agencies employing 39,600 employees.
- Supported the Public Legal Education Association in the publication of *A Guide to the Law for Saskatchewan Women.*
- Provided 63 grants to women's organizations to assist in promoting key women's issues in celebration of International Women's Day.

Summary of Financial Results

The department spent $13.779 million in 2003-04 of its $14.246 million budget. The savings were largely a result of staff positions not being filled, primarily due to difficulty in recruiting for certain positions, and from government-wide restraint measures implemented in December 2003.

Revenue totaled $8.0 million in 2003-04 against a budget of $8.2 million. The shortfall was due to savings from not staffing vacant positions in the Occupational Health and Safety Division. The Workers' Compensation Board, pursuant to *The Occupational Health and Safety Act, 1993* funds the Industrial Safety Program of the department and, therefore, savings realized in the Occupational Health and Safety Division result in less billable costs to the Workers' Compensation Board.

2003-04 Performance Results

Introduction

The following section provides detailed information on the progress that we have made towards our longer-term goals and objectives.

The key actions originally presented in our 2003-04 Performance Plan are listed below, followed by a report on our actual progress. Actual results information is included for all key actions and performance measures that were published in our 2003-04 Performance Plan.

The 2003-04 Performance Plan provides further information on the department's performance measures, and is available at www.labour.gov.sk.ca.

Goal 1 – Fair Workplaces

Objective 1 – Fair treatment of workers with respect to terms and conditions of work

The Labour Standards Act and *The Labour Standards Regulations, 1995* set out rules and minimum standards that govern the employer/employee relationship. Compliance with these rules supports a prosperous Saskatchewan. Noncompliance often causes frustration in the workplace and negatively affects employees, their families, and competing businesses. This, in turn, may lead to unproductive resource allocation or actions.

To achieve and/or enhance compliance, the Labour Standards Branch responds to queries and provides information to employers, employees and human resource practitioners on labour standards issues, that can be used to resolve or avoid workplace concerns without having to resort to a formal complaint; undertakes investigations in response to formal complaints; responds to anonymous and third-party complaints where there is evidence of non-compliance with *The Labour Standards Act and Regulations;* develops and reviews workplace policy to ensure compliance to the Act; undertakes targeted educational and compliance initiatives and provides informational sessions on new regulations.

Key Results

Develop and disseminate written, video and web-based information tools to inform employers and employees about their rights and responsibilities in the workplace [2003-04 planned result].

- Partnered with the Canadian Restaurant and Foodservices Association to develop and complete an information instrument on Labour Standards directed specifically towards employers and workers in that sector. The instrument is available in print and on the department's website at www.labour.gov.sk.ca/standards/restaurant/restaurant.htm.

Maintain a toll-free Inquiry Line Call Centre to provide labour standards information to the 50 – 70,000 workers, employers and human resource practitioners who call annually [2003-04 planned result].

- Responded to approximately 64,000 calls. Based on information provided by callers, for the 2003-04 year, 65% of the calls were from employees; 28 percent from employers; and seven percent from other practitioners.

Undertake 2,000 to 2,500 Labour Standards investigations [2003-04 planned result].

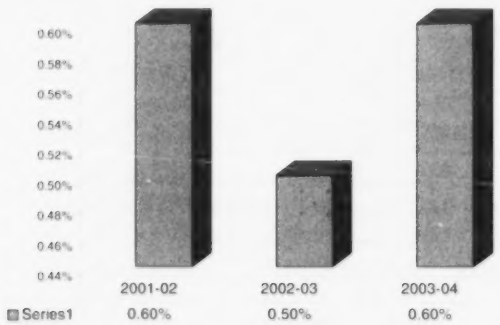
- Investigated 2,660 formal complaints, assessed $1.625 million in unpaid wages, and completed 280 non-formal workplace interventions in response to requests for assistance from employees.
- Created a new unit, the Labour Standards Compliance and Review Unit (CR Unit), to accept and investigate anonymous or third party complaints where there is specific evidence to suggest non-compliance with *The Labour Standards Act and Regulations.*

Provide at least 100 educational presentations or workshops to young people in high schools post-secondary settings and employment centres as well as First Nations and Metis communities, about their rights and responsibilities in the workplace [2003-04 planned result].

- Delivered 102 educational presentations and workshops on rights and responsibilities in the workplace to approximately 2,500 youth.
- Increased the knowledge and awareness of rights and responsibilities in the workplace of approximately 2,200 young people by distributing information and materials through participation in eight career fairs.
- Increased the knowledge and awareness of rights and responsibilities in the workplace of approximately 2,700 Aboriginal young people by distributing information and materials through participation in five career fairs, including the IANE (Interprovincial Association on Native Employment) Career Symposia.

Measurement Results

Percent of the non-agricultural workforce that filed a complaint with the Labour Standards Branch.



Source: Department of Labour, Labour Standards Case Management System Statistics Canada 71F0004XCB, *Labour Force Historical Review*, 2003, as cited in The Saskatchewan Labour Force Report

The performance measure result is arrived at by calculating the number of formal complaints received by the Labour Standards Branch as a percentage of the non-agricultural workforce.

The increase in the level of non-compliance is a result of a business closure involving approximately 200 employees.

Business insolvencies due to external, non-controllable factors will adversely impact this measure, as the voluntary resolution option is no longer available and formal complaints become necessary.

Goal 2 – Co-operative Workplaces

Objective 1 – Improved skills for employers and workers in unionized workplaces to manage co-operative relationships

Workplace relationships embody many complex issues, that, if not resolved, threaten the viability of the organization and, more generally the health of the economy. Successfully dealing with these issues requires that both employers and employees are skilled in joint problem solving and conflict resolution. Positive employer-employee relations that reflect co-operation and teamwork are keys to success, and essential to maintaining Saskatchewan's competitive position. Progress has been made in achieving this objective.

During 2003, time lost in Saskatchewan due to strikes and lockouts accounted for less than one percent of all person days lost in the nation. This is down from 1.6 percent during 2002 and 3.2 percent during 2001.

Key Results

Provide conciliation services to employers and unions requesting assistance to resolve disputes and conclude negotiations to establish or renew collective agreements [2003-04 planned result].

- Concluded 21 agreements without a strike or lockout. Negotiated settlement of four strikes/lockouts.
- Resolved high profile collective bargaining disputes at Wadena School Division, Saskatoon Credit Union, and Ralph McKay Industries.

Conduct grievance mediations at the request of the parties to resolve disputes involving the interpretation and application of collective agreements [2003-04 planned result].

- Conducted 25 grievance mediations and resolved 23.

Act as an agent for the Labour Relations Board to assist in the settlement of first collective agreements, and provide conciliation or mediation services as directed by the Board [2003-04 planned result].

- Concluded three first collective agreements, and a series of information sessions, ordered by the Board, as a result of an unfair labour practice.

Deliver training sessions to increase knowledge and awareness of conflict resolution skills that can be applied in the workplace [2003-04 planned result]

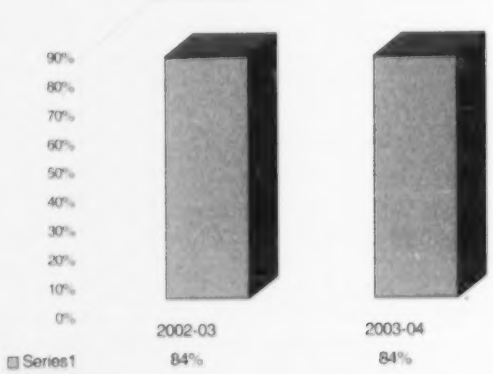
- Four Conflict Resolution training courses and nine Interest Based Negotiation training courses were delivered.

Assess and mediate workplace conflict [2003-04 planned result].

- Ten workplace mediations were completed with another five workplace mediations ongoing. Three interest-based negotiations have been completed with an additional five underway.

Measurement Results

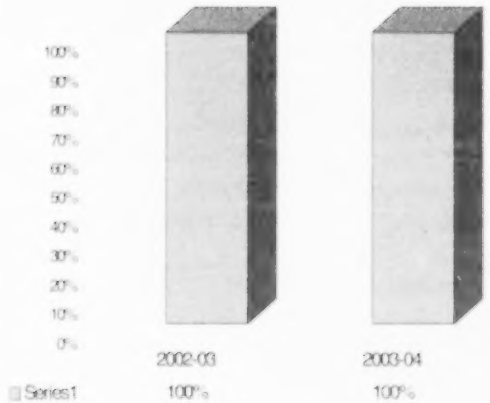
Percent of agreements resolved in conciliation without a work stoppage



Source: Department of Labour, Labour Relations and Mediation Services case files

Performance results may vary from year to year. Work undertaken by the Labour Relations & Mediation Division is subject to client demand and is cyclical in nature. The department has no influence on the level of client demand. Rather, the parties bear complete responsibility for concluding their own agreement. The role of conciliation is to bridge the differences between the parties and assist them in achieving a settlement.

Percent of agreements concluded in conciliation where a strike or lockout has occurred

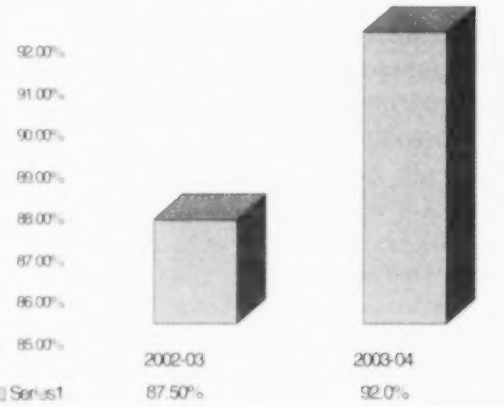


Source: Department of Labour, Labour Relations and Mediation Services case files

These results may vary somewhat from year to year. The parties may consider using other dispute resolution mechanisms such as interest arbitration to achieve final settlement of their differences. When this occurs, the division would have no impact on the settlement.

Mediation can assist the parties to resolve grievances in a great many cases, but the parties retain the option to continue on to arbitration if that process better meets their needs.

Percent of grievances resolved in mediation



Source: Department of Labour, Labour Relations and Mediation Services case files

Performance measures may vary from year to year and can diverge from the target. Work undertaken by the division is subject to client demand and is cyclical in nature.

Goal 3 – Healthy and Safe Workplaces

Objective 1 – Improved workplace health and safety

Each year, nearly five percent of our provincial workforce suffers from a work-related injury or illness severe enough to take them off the job (*Workers' Compensation Board Annual Report, 2002*). The Province's social and economic well-being depends on healthy and safe workplaces. The department works to improve workplace health and safety through five inter-related and complementary strategies. These are: 1) engaging employers and workers in reducing workplace hazards; 2) making legal standards for healthy and safe work known and enforcing them; 3) providing workplaces with health and safety services to meet standards, including research, technical services, information, education and training; 4) providing youth and future workers with basic health and safety orientation before entering the workforce; and 5) increasing public awareness to promote healthy and safe practices as part of the community and workplace culture.

Key Results

Develop and support the Workplace Responsibility System through engaging employers and workers in reducing workplace hazards by: supporting the 4,000 current occupational health committees and adding up to 300 new committees each year with a focus on larger, higher risk workplaces; helping workplaces develop occupational health and safety programs in approximately 1600 prescribed higher-risk workplaces, including about 400 new programs each year [2003-04 planned result].

- Increased the number of workplace Occupational Health Committees to 4,056, including 211 new committees. These employer/worker committees now cover an estimated 210,000 workers.

  The target of 300 new committees was not achieved due to a delay in staffing positions that would be dedicated to this initiative.

- Provided training to 3,862 employer and worker representatives in 170 training courses addressing occupational health and safety workplace committee's functions and supervision.

- Assisted an additional 515 workplaces to develop occupational health and safety programs, completing a five-year initiative to contact all approximately 1,600 prescribed higher risk workplaces requiring a comprehensive health and safety program.

Improve compliance with Saskatchewan legal standards for healthy and safe work by making sure they are known and enforced through 3,000 on-site inspections and reviews of 300 health and safety programs in higher risk and/or workplaces with higher than average injury or illness rates [2003-04 planned result].

- Conducted 3,242 on-site workplace inspections.

- Focused 1,226 workplace inspections, that included reviews of health and safety programs/systems in eight higher risk sectors including forestry, pipelines, oil and gas, residential construction, metal manufacturing, general construction, highway construction and health care, including reviews of health and safety programs where required.

- Investigated 116 serious accidents or incidents, 13 fatalities, 37 refusals to do unusually dangerous work, 42 complaints of discriminatory action, and 44 harassment cases.

- Initiated, with Saskatchewan Justice, 10 prosecutions for serious non-compliance with standards, granted 62 exemptions to current standards and addressed 20 appeals of Notices of Contraventions.

- Concluded a project, in partnership with the Workers' Compensation Board, that prioritized enforcement and education activities to firms with higher injury records based on WCB surcharge status, and developed a new priority field program based on actual numbers of injuries and illnesses over a three year period.

- Assisted the provincial Occupational Health and Safety Council to initiate the periodic review of *The Occupational Health and Safety Act, 1993 and Regulations, 1996*, including a request for submissions from stakeholders issued February 15, 2004.
- Disseminated the new *Mines Regulations* that came into effect July 16, 2003 concluding extensive consultations with industry stakeholders to modernize these standards.
- Assisted the provincial Radiation Health and Safety Committee to undertake a review and update of *The Radiation Health and Safety Regulations, 1993* with industry and public stakeholders.

Provide health and safety services for workplaces to reduce hazards to meet health and safety standards by: undertaking applied research to reduce workplace hazards in at least 10 targeted industries and occupations; providing technical services in such areas as hygiene, ergonomics and radiation; and providing information, education and training [2003-04 planned result].

- Conducted 11 applied research projects to reduce workplace hazards in more than 10 targeted industries and occupations, including preventing sharps injuries in health care and safer design of pork production facilities.
- Provided 1,981 health and safety technical services in occupational hygiene and ergonomics, including responding to requests regarding working environment, processing laboratory samples, providing testing equipment to workplaces, and providing environment assessments for such issues as asbestos removal and intensive agricultural operations.
- Provided 1,633 radiation safety services protecting 4,900 workers and the public at large, including laboratory tests and calibrations of equipment, quality assurance tests for medical and dental workplaces, on-site inspections and consultations.
- Provided 70 toxicology services, including consultations, risk assessments at workplaces, investigations of causes of illness at workplaces and auditing of material data sheets as part of the Workplace Hazardous Materials Information System (WHMIS) program.
- Provided 175 technical support services to the mining sector, including administering exams for blasting explosives, supervisors, mine rescue operations.
- In partnership with the University of Saskatchewan, provided an Occupational Health Clinic and Chief Occupational Medical Officer service to review specific occupational health illness cases and provide advice on prevention programming, such as developing a vaccination guide for workplaces.
- Provided workplaces and the public with occupational health and safety information, including 15 publications on issues such as West Nile Virus.
- Provided 237 presentations on health and safety issues and reached over 14,000 participants through loans of video resources.
- Worked with a sector partnership involving Saskatchewan Labour, Saskatchewan Learning, post-secondary institutions and a network of business and labour organizations which resulted in the development of a new SIAST Applied Certificate program for Occupational Health and Safety Practitioners.

Increasing healthy and safe work practices as part of community and workplace cultures through *Worksafe Saskatchewan* promotion activities, such as the *WorkSafe* website with over 1,000 articles and partnerships with public and private agencies, such as the North American Occupational Health and Safety (NAOSH) week committee [2003-04 planned result].

- Worked in partnership with the Saskatchewan Workers' Compensation Board to provide a public awareness campaign on injury and illness prevention through *WorkSafe Saskatchewan* media messages.

- Distributed 5,000 *Worksafe Saskatchewan* CD-ROMs to workplaces and schools, (that include over 1,000 resources on health and safety), while the WorkSafe website itself received over 7,000 inquiries per month.
- Partnered with public and private agencies to collaboratively promote prevention activities such as the annual NAOSH Week.

Help young people make the transition from school to work by providing training to 160 teachers to deliver work skills education to approximately 4,000 students [2003-04 planned result].

- Delivered *Ready For Work* Program orientation to 140 teachers through 9 workshops. This would translate into approximately 3,500 students being exposed to work skills education resources.

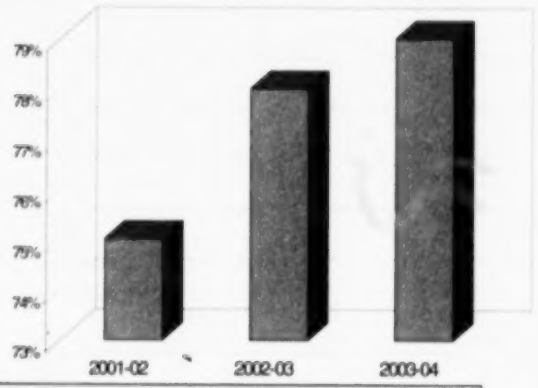
  Workshop delivery for teachers is traditionally concentrated in the October to January period of each year. Two workshops originally scheduled for November 2003 were cancelled upon the calling of the provincial election, as required by *The Elections Act*. The workshops were subsequently rescheduled to March and April 2004 (outside the traditional window for teacher training) and the attendance was much lower than had been expected for the November sessions.
- Distributed 723 copies of the "Moving On-Line" CD-ROM, an interactive compendium of additional *Ready For Work* resources, to teachers and students enrolled in the Practical and Applied Arts program.
- Completed (in partnership with the Southeast Education Foundation) and distributed 381 copies of "Don't Risk Your Life", an occupational health and safety video targeted towards young workers.

Amend *The Workers' Compensation Act* to recognize certain forms of cancer as compensable for workers employed as full-time firefighters [2003-04 planned result].

- *The Workers' Compensation Amendment Act, 2003* received Royal assent and became law on May 27, 2003.

Measurement Results

Percentage of Saskatchewan workers who are working in provincially regulated workplaces [with ten or more workers] that have occupational health committees.



75% = 198,347 out of 265,000 (estimated)
78% = 206,751 out of 265,000
79% = 209,754 out of 265,000

Sources: Statistics Canada 61F0040XCB, *Canadian Business Patterns*, 2003

Statistics Canada 71F0004XCB, *Labour Force Historical Review*, 2003

Department of Labour, Occupational Health and Safety Committee Program

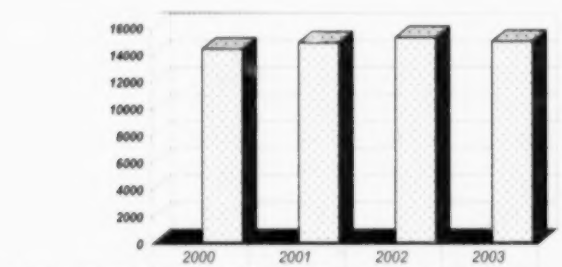
The performance measure is calculated by dividing the number of workers covered by active Occupational Health Committees by the estimated number of workers in provincially regulated workplaces with 10 or more workers.

The estimate of the number of provincial workers in workplaces of ten or more employees was recalculated from 2002-03 using Statistics Canada Business Registry and Labour Force data, giving an estimate of 265,000 workers rather than the 300,000 initially used in the calculation of the measure reported in the 2002-03 Annual Report.

The department has direct influence over the percentage of workers covered by OHCs to the extent the legislated requirements are enforced. The actual rate of compliance will be impacted by the commitment of employers to implement and support an OHC, particularly in smaller, more transient workplaces. An accurate estimate of the number of workplaces and number of workers that require an OHC is difficult to obtain.

The improvement in this performance measure is due to an increase of 211 new Occupational Health Committees in Saskatchewan. The department will continue to expand the number of Occupational Health and Safety Committees in the future with a commitment to increase the number of committees by a further 300 in 2004-05.

Lost time injury rate



Sources: Statistics Canada 71F0004XCB, *Labour Force Historical Review*, 2003

The lost time injury rate measures the number of injuries reported to, and accepted by, the WCB per 100 full-time equivalent workers.

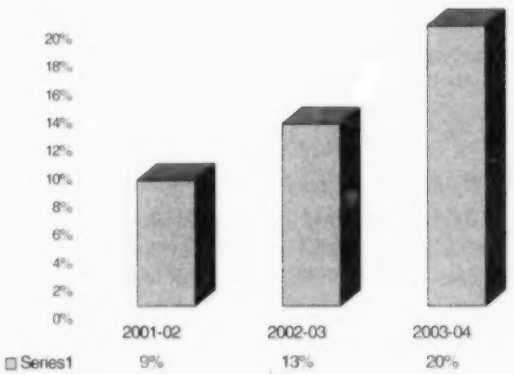
The number of WCB accepted claims in a calendar year involving lost time from work is divided by the estimated number of full-time equivalent workers based on Statistics Canada industry average wage data and WCB payroll information. As not all workers are covered by WCB, not all workers report injuries or illnesses and the estimated number of full-time workers is a derived number, the rate is only a proxy for the actual number of workplace injuries or illnesses.

Generally, the estimated rate has decreased about 30 percent over the last 30 years, but has levelled off the last five years. Increasing awareness, especially among young workers, of the need to report injuries may be increasing the estimated rate. A reduction in the number of lost time claims will be indicative of fewer workers being injured or becoming ill on the job.

This measure is commonly used in other jurisdictions and does provide an indicator of the relative number, type and severity of injuries for most workplaces. Based on WCB statistics, not all workers are covered, notably most farmers and farm workers are excluded. The data are based on reported and accepted claims. Also, the data tends to focus on traumatic events, such as injuries rather than illnesses and, as different industries tend to have different reported injury rates, changes in the type of employment can affect the overall rate.

The department has a low level of influence on the overall workplace injury rate. Economic factors among many others influence workplace injuries.

Percentage of Practical and Applied Arts high school students receiving occupational health and safety orientation as part of the Ready for Work Program.



Sources: Saskatchewan Learning and Saskatchewan Labour databases

The performance measure is calculated by multiplying the number of Practical and Applied Arts teachers who have received orientation training by the average number of students in a class (25), then dividing by the total number of Practical and Applied Arts students (enrolled in a three year cycle).

In 2003-04 the number of Practical and Applied Arts high school students receiving occupational health and safety orientation increased seven percentage points over 2002-03.

The number of students receiving occupational health and safety orientation increased as a result of an increase in the total number of teachers who have received orientation training.

Saskatchewan Labour has no influence over the Practical and Applied Arts courses that are offered in provincial high schools. However, through ongoing collaboration with the Curriculum Branch of Saskatchewan Learning, the department has a moderate level of influence over the training of Practical and Applied Arts teachers in the *Ready For Work* Program. It is reasonable to assume that the number of students exposed to *Ready For Work* resources will increase in conjunction with the number of Practical and Applied Arts teachers who register for and receive training in the use of the program.

Objective 2 – Improved Work-family/ Life Balance

The significant increase in the number of dual-earner families (and lone-parent families) has intensified the stress and fatigue many employees experience as they attempt to balance the needs of their jobs and their families. Employers' interest has heightened in this issue as research shows that work-family conflict impacts the economic well being of business and service organizations in the private, public, and non-profit sectors. The Work and Family Unit was established to assist all sectors in the province to strengthen their capacity to develop workplaces that are more family-friendly.

Key Results

Implement the work and family/life planner that describes how to achieve sustained workplace culture change, including attitude and value change within twelve Saskatchewan workplaces, that have a range of ten employees to 20-30,000 [2003-04 planned result];

- The 'planner' was not released in September 2003 as planned due to a temporary lack of staff resources and budget restrictions, that delayed publication. The 'planner' is now complete (labeled as a Portfolio) and is scheduled for printing over the summer 2004 with release in fall 2004.

Implement the 'train the trainer' modules, that cover the seven steps from awareness to measuring the impact of successful change involved in workplace culture change, in partnership with HR associations, and possibly SIAST and the University of Saskatchewan/ University of Regina [2003-04 planned result].

- A training model with the field-tested components of the 'planner' was piloted with HR professionals from 12 workplaces in Regina in early October 2003. A revised training module was delivered in Yorkton in March 2004. A Saskatoon training session is planned for fall 2004. The Executive Director spoke to the Saskatoon Human Resources Association Professionals (100+) in January 2004 and did an overview of the practical tools contained within the Portfolio.

Develop response to the federal-provincial recommendation for jurisdictions to implement an incentive or awards program to encourage workable and co-operative ways to increase work-life balance [2003-04 planned result].

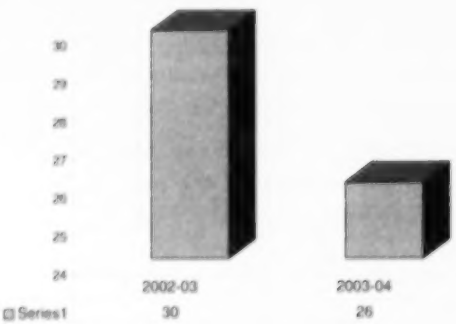
- The Unit has assisted the Balancing Work and Family Alliance to establish a working committee from a broadly based sector advisory council to assist with developing the framework for the Family-Friendly Workplace Award. The Unit has assembled background materials, and assisted with the recruitment of a consultant who has worked with a number of business, labour, community and government representatives in Regina, Saskatoon and Yorkton to get their input into the format and criteria for the award. A model for the Family-Friendly Workplace Award is now completed and has been presented to groups in Yorkton, Regina, and Saskatoon. The plan is for this model to be implemented by a provincial committee, which will be established in late 2004. The inaugural Family-Friendly Workplace Award is to be presented in 2005.

In addition to the planned results the following was achieved:

- Collaborated with the Saskatchewan Population Health and Evaluation Research Unit on a research project to study employees in regard to their stress due to the multiple roles they face balancing work, family and community responsibilities (this initiative has received federal funding).
- Worked with the community-based Child Health Education Program in Saskatoon to develop a strategy to engage low wage workers in developing options to address work and family issues.

Measurement Results

The extent to which our program is building capacity in all sectors – business, labour, community, and government – to create more family-friendly workplaces.



Source: Saskatchewan Labour, Work and Family Unit Administrative Records.

The measure is based on the number of workplaces/organizations that request/receive assistance in becoming aware of work and family issues. It is a reflection of the voluntary involvement of employers, employees, and organizations in becoming more family-friendly.

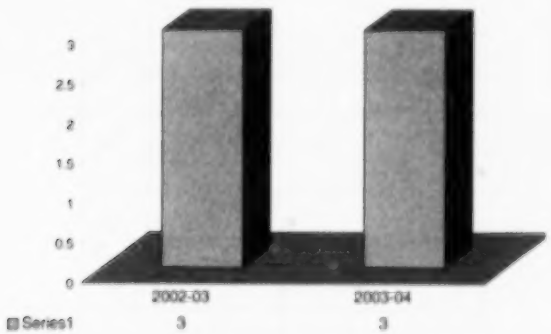
The number of organizations receiving assistance declined from 30 in 2002-03 to 26 in 2003-04.

In respect to the number of particular workplaces/organizations that the Unit prepared and delivered training sessions for in 2003-2004, four less were given than in 2002-2003 due to scheduling problems. This measure, however, is a generic measure and does not factor in the amount of development required per training session. For example, the audio conference, *"Creating a Family-Friendly Workplace,"* that was resourced by the Unit and reached workplaces across Saskatchewan and Canada is counted equally with a basic presentation given to an individual workplace.

Many third parties were involved in some of these sessions since the Unit works in partnership whenever possible.

The number of work and family community-based partnerships.

This measure is a reflection of the capacity-building approach to assisting workplaces and communities to develop community-based partnerships. Whether these groups really 'gel' is a product of numerous contextual factors over which we have little control.



Source: Saskatchewan Labour, Work and Family Unit Administrative Records.

Information from local groups in Yorkton, Regina, and Saskatoon.

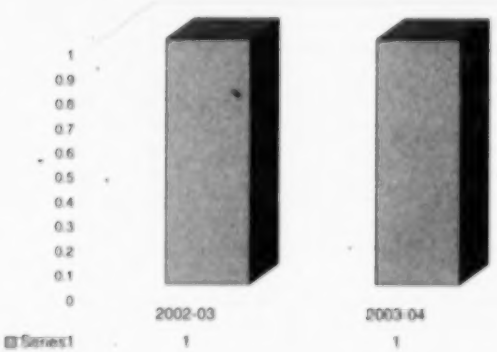
The three community-based Work-Family/Life groups are developing successfully. Each group organized community wide activities that were attended by business, labour, community, and government representatives in 2003-2004, and each group is doing forward planning for 2004-2005. These groups access developmental support from the Work and Family Unit.

Although the number of community-based organizations remained static, the Yorkton group and the Regina group undertook positive developmental growth. The Regina Work-Life Balance Network implemented their first major event and raised local financial support and sponsorship. The Yorkton group became more formalized and developed into the Yorkton Balancing Work and Family Committee in July 2003.

The members of this group include representatives from The Yorkton Chamber of Commerce, The Yorkton District Labour Council, Women Entrepreneurs of Yorkton, the Sunrise Health Region, and the Society for the Involvement of Good Neighbours (SIGN).

External factors have a high degree of impact on the community-based groups since they are dependent on local leadership, and the availability of the volunteer commitment and community resources.

The number of workplaces that we are assisting to make sustained culture change



Source: Saskatchewan Labour, Work and Family Unit Administrative Records.

Sustained culture-change refers to a process that develops a family-friendly approach to many aspects of work, including work arrangements, management style and the overall attitudes and values within the work environment.

Many factors, such as economic well being and organizational readiness, as well as our limited marketing resources, reduce the level of influence we have in this objective.

It was anticipated that the Unit would be able to engage 10 workplaces in using the Work-Family Planner to make sustained culture-change. Since the Work-Family Planner was delayed in preparation and publication, this was not possible.

Two externally generated factors (personnel issues and budget restraint) delayed the publication of the Work-Family Planner.

The Unit was able to respond to a request to prepare materials and undertake a Canada-wide audio conference on collective bargaining provisions for family-friendly workplaces. This audio conference, in partnership with the Centre For Labour-Management Development (Canada) Inc., resulted in a document, *"Creating a Family-Friendly Workplace,"* now available to the public on the Work and Family Unit website, at www.workandfamilybalance.com.

The Unit also responded to an invitation from the College of Law at the University of Saskatchewan to present a paper on Work and Family Issues for a conference on labour policy in March 2004.

Goal 4 – Equality of Saskatchewan Women

Objective 1 – Increased reflection of issues affecting women in government policies

Key Results

Develop and publish an *Action Plan for Saskatchewan Women* based on consultations with community stakeholders and the Interdepartmental Committee of Advisors on Women's Policy. Implementation of the plan will be ongoing based on government response to issues and annual community input into the Action Plan [2003-04 planned result].

- The *Action Plan for Saskatchewan Women* was released by the Minister Responsible for the Status of Women on October 3, 2003. This document, along with a companion piece – *Government Initiatives Responding to Women's Issues* — was mailed to stakeholders, women's groups, Deputy Ministers, and Federal/Provincial/Territorial Ministers Responsible for the Status of Women.

  The *Action Plan for Saskatchewan Women* provides a framework to guide the government in addressing women's equality issues in the province over the next four years. The Status of Women Office is responsible for monitoring and reporting on progress in the plan on an annual basis. The Action Plan was developed through consultation with stakeholders within the women's community and advisors on women's policy in every government department. It outlines the government's commitment to continued consultation through an annual forum with women's groups and groups that serve women.

Provide two or three yearly training sessions to managers, senior policy analysts and Advisors on Women's Policy to support the integration of Gender-Based Analysis (GBA) into government decision-making [2003-04 planned result].

- Thirty-five key government staff and Advisors on Women's Policy participated in GBA training sessions in February and March 2004.

Provide expert advice, analysis and resources in the area of pay equity to between 10 and 20 government agencies and workplaces impacting 10,000 – 15, 000 employees [2003-04 planned result].

- Provided advice, analysis and resources to the following organizations who are covered by the Pay Equity Policy Framework:

  1. Public Service Commission/ Management &Professional
  2. SaskPower/ International Brotherhood of Electrical Workers
  3. Saskatchewan Property Management Corp (SPMC)/CUPE, SGEU
  4. SPMC/ Out Of Scope (OOS)
  5. Saskatchewan Transit Corp/ Amalgamated Transit Union
  6. Saskatchewan Assoc of Health Organizations (SAHO)/Retail, Wholesale and Department Store Union (RWDSU)
  7. SAHO/ Cancer Agencies
  8. SAHO/ Health Providers Group (SGEU, CUPE, and SEIU)
  9. SaskWater/OOS
  10. Saskatchewan Watershed Authority/OOS
  11. Saskatchewan Institute of Applied Science and Technology/OOS
  12. Saskatchewan Liquor and Gaming Association/ SGEU
  13. Saskatchewan Gaming Corporation (SGC)/ RWDSU - Regina
  14. SGC/ RWDSU – Moose Jaw
  15. Saskatchewan Centre of the Arts/ RWDSU, International Alliance of Theatrical Stage Employees, OOS

In total, this encompassed 39,600 employees. Additional expertise provided as presentation to Provincial Libraries/CUPE library employees.

Measurement Results

A performance measure has been developed for 2004/05 Performance Plan.

2003-04 Financial Results

Summary of Expenditures

2003-04 Financial Results Summary of Expenditures (000's)

Subvote/Subprogram (Under)	2003-2004 Budget ($ thousands)	2003-2004 Actual ($ thousands)	Variance Over/Under ($ thousands)
Administration	1,119	1,189	70 *1
Accommodation and Central Services	1,365	1,344	(21)
Occupational Health and Safety	5,001	5,062	61 *2
Labour Relations Board	786	744	(42)
Labour Relations and Mediation	585	459	(126) *3
Labour Standards	1,789	1,576	(213) *4
Support Services	2,686	2,519	(167) *5
Worker's Advocate	536	523	(13)
Status of Women	379	363	(16)
Subvote Total	14,246	13,779	(467)
Subtotal	**0**	**0**	**0**
Special Warrant Funding	0	0	0
Statutory Adjustment	0	0	0
Total Expenditure	**14,246**	**13,779**	**(467)**

Explanations of Special Warrants and Major Variances

1. The department was required to expense a severance payment to an employee. The variance is the amount of severance not absorbed by the subvote.
2. The over expenditure was due to mid-year approval of additional Occupational Health Officers coupled with spending restraints and lower vacation liability.
3. Savings due to vacancy and reduced travel costs coupled with spending restraints.
4. Savings due to frozen funds as new initiative did not proceed and vacancy savings.
5. Vacancy savings and spending restraints.

Summary of Revenues

The department collects revenue relating to the sales of licenses and service fees for inspections and registrations on behalf of the government. The department also receives transfers from Crown entities and other governments for services provided to them. All revenue collected is deposited in the General Revenue Fund. A summary of the department's 2003-04 budgeted revenue compared to actual revenue is presented below. Variance explanations are provided for all variances that are greater than $5,000.

in thousands of dollars

Revenue Category	Budget	Actual Revenue	Variance Over/(Under)
Other Licenses and Permits			
Examination fees	1	1	0
Sales Services and Service Fees	6	6	0
Other miscellaneous services			
Other registration Fees	37	38	1
Fines, Forfeits, and Penalties Fines and Costs	2	1	(1)
Transfers from Other Governments	250	250	0
Transfers from Crown Entities	7,910	7,656	(254)[1]
Other Revenues Casual Revenue	13	66	53[2]
Total Revenue	8,219	8,018	(201)

Explanations of Major Variances

1. The expenses were lower than expected in Occupational Health and Safety, therefore the revenue for the billable expenses were less than expected.
2. Accrued severance from previous years is recognized as revenue when reversed.

Where to Obtain Additional Information

If you have any questions or comments about the plan, or would like additional copies, we invite you to call:

Saskatchewan Labour
Communications Branch
(306) 787-3637

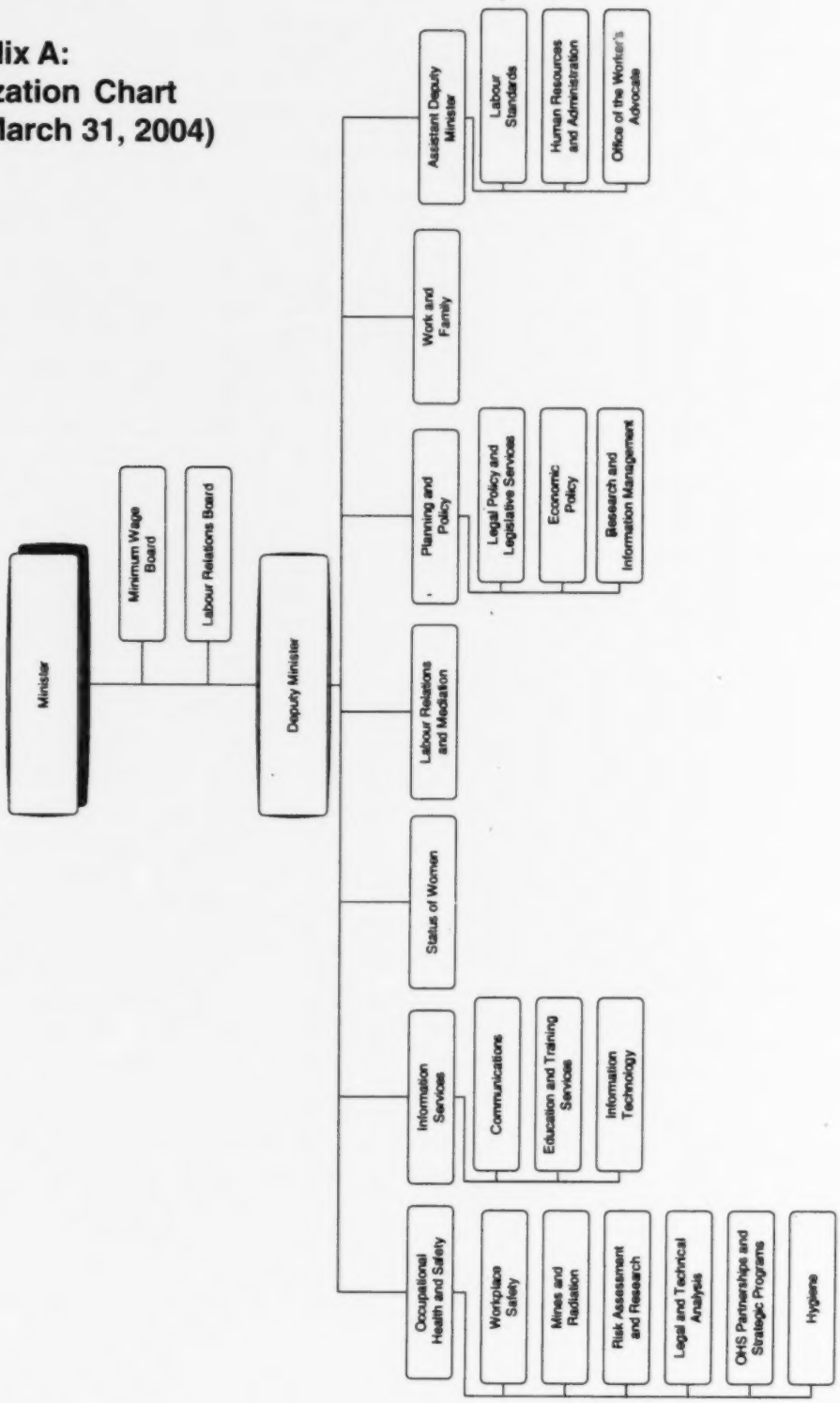
Or visit us online at:
http://www.labour.gov.sk.ca

For additional information, visit:

http://www.readyforwork.sk.ca
http://www.swo.gov.sk.ca
http://www.workandfamilybalance.com
http://www.worksafesask.ca
http://www.sasklabourrelationsboard.com

Appendices

Appendix A: Organization Chart (as of March 31, 2004)



Appendix B: Legislation administered by Saskatchewan Labour

The Building Trades Protection Act
The Construction Industry Labour Relations Act, 1992
The Employment Agencies Act
The Family and Community Services Act
The Fire Departments Platoon Act
The Health Labour Relations Reorganization Act
The Human Resources, Labour and Employment Act
The IPSCO Inc. and United Steelworkers of America, Local 5890, Collective Bargaining Act
The Labour-Management Disputes (Temporary Provisions) Act
The Labour Standards Act
The Occupational Health and Safety Act, 1993
The Radiation Health and Safety Act, 1985
The Trade Union Act
The Victims of Workplace Injuries Day of Mourning Act
The Wages Recovery Act
The Women's Affairs Act

Recycled Paper